

<p style="text-align: center;">Community Supervision Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>SUPERVISION</p>	<p>STANDARD NO.</p> <p>CSS-04-139</p>
	<p>SUBJECT:</p> <p>GRADUATED RESPONSES</p>	<p>PAGE: 1 of 5</p>
<p>REFERENCES: K.A.R. 123.17.101, Violation Levels Form, Incentives Grid Form, Response Grid Form</p>		<p>DATE ADOPTED: 5-22-2018</p> <p>DATE REVIEWED: 4-30-2018</p>

STANDARD: Written policy, procedure and practice shall require the Community Supervision Agency (CSA) to utilize the Violation Levels Report, Response Grid and Incentives Grid for the administration of graduated responses as directed by KAR 123.17.101. Parental notification shall be required any time the response grid is utilized.

A Violation Levels Report form shall be completed immediately for all violations to determine the appropriate level for application to the Response Grid. All Violation Level Reports shall be maintained in the youth's case file.

Before requesting a revocation by the Court the following shall be required pursuant to KSA:

- It is the youth's third or subsequent violation
- Prior failed responses are documented on the Violation Levels Report
- It has been determined and documented that graduated responses to the violations will not suffice

Supervisory approval shall be required prior to the initiation of the revocation process with the Court. All youth in the process of revocation shall continue to be supervised.

The following shall be definitions used for the application of the Response Grid:

- **Cognitive Based Intervention:** A cognitive based intervention is problem focused and action oriented. These interventions provide an opportunity for the youth to "think" about his/her behavior and the consequences received for a specific behavior (positive vs. negative). This is typically done using a cognitive tool (e.g., Thinking Report, RACE, Cost/Benefit Analysis etc.). In addition, these interventions must include action, i.e., the opportunity for the youth to observe the new appropriate behavior (modeling). The opportunity for the youth to practice the

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Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-139
	SUBJECT: GRADUATED RESPONSES	PAGE: 2 of 5
REFERENCES: K.A.R. 123.17.101, Violation Levels Form, Incentives Grid Form, Response Grid Form		DATE ADOPTED: 5-22-2018 DATE REVIEWED: 4-30-2018

STANDARD (cont.):

new behavior with feedback from an adult (role-playing). The opportunity for the youth to “try out” the new behavior with others (practice).

- Apology Letter: A written document demonstrating remorse that is reviewed and approved by the youth's supervision officer.
- Adjusted Curfew: The youth's curfew should be adjusted according to the infraction severity level.
- Formal Meeting with Youth/Officer/School/Family: The meeting shall include a review of youth's behavior and proposed alternatives to address the behavior. The meeting shall include all appropriate parties.
- Increased UA's (Urine Analysis): The increasing of UA's shall be done proportionately based on substance abuse patterns.
- Loss of Privileges: May include but not be limited to: driving (should not affect travel to/from treatment, school, work), electronic devices, attending events, etc.
- Verbal Apology: A verbal conversation taking responsibility to the act.
- Verbal Warning: A verbal conversation with the youth that redirects the negative behavior and replaces it with a positive alternative. The verbal warning shall include the next possible response if the behavior is repeated.
- Youth Proposed Response: A youth's proposed response that is proportionate to the unwanted behavior.
- Up to X Hour(s) of CSW (Community Service Work): When assigning CSW the following shall be considered: skill development, positive behavior change, restorative to the victim or community.
- Up to X Day(s) House Restriction: House restrictions shall not apply to treatment, programming, school, work or other pro-social approved activities. The intention of house restriction is to limit the youth's available time to engage in negative activities.

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Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-139
	SUBJECT: GRADUATED RESPONSES	PAGE: 3 of 5
REFERENCES: K.A.R. 123.17.101, Violation Levels Form, Incentives Grid Form, Response Grid Form	DATE ADOPTED: 5-22-2018 DATE REVIEWED: 4-30-2018	

STANDARD (cont.):

- **Increased Reporting:** This shall include increased face to face contact with the officer focusing on behavioral change, skill building and cognitive restructuring focused on the unwanted behavior(s).
- **Day/Evening Reporting Center:** (If available) The intention of DRC/ERC is to limit the youth's time available to engage in negative activities. The DRC/ERC shall focus on behavioral change, skill building and cognitive restructuring focused on the unwanted behavior(s).
- **EMD: (Electronic Monitoring Device)** Is a device used to increase the effectiveness of supervising youth who are required to abide by curfew or remain in their home. When this is selected as a response only one additional response can be chosen.

The following shall be definitions used for the application of the Incentives Grid:

- **Minor Achievement:** Positive action or progress achieved not directly affecting a change to the youth's overall risk. i.e. supervision condition compliance, initial steps completed for behavioral health treatment, program participation, supervision plan compliance and participation, etc.
- **Modest Achievement:** Positive action or progress achieved affecting change to the youth's overall risk. i.e. regular school attendance and grade improvement, documented behavioral health treatment progress, actively utilizing skills learned in programming, supervision plan objective completion, etc.
- **Major Achievement:** Consistent maintenance of positive action or progress reducing the youth's overall risk. i.e. program hour completion, behavioral health treatment completion, program completion, completion of multiple supervision plan objectives or overall goals, etc.

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Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-139
	SUBJECT: GRADUATED RESPONSES	PAGE: 4 of 5
REFERENCES: K.A.R. 123.17.101, Violation Levels Form, Incentives Grid Form, Response Grid Form		DATE ADOPTED: 5-22-2018 DATE REVIEWED: 4-30-2018

STANDARD (cont.):

- Verbal Praise: Verbal acknowledgement of offender's positive behavior.
- Certificate of Achievement: Written document acknowledging offender's specific behavior and/or accomplishment.
- Community Activity Pass: Providing the offender with a pre-paid pass to a community activity; activities may include but not be limited to: zoo, swimming pool, gym, school sports pass, museum, etc.
- Community Leader Acknowledgement: Written or verbal acknowledgement from a community leader including but not limited to judge, pastor, elected official, school personnel, etc.
- CSW Modification: Reduction of required CSW hours which may include subtracting required CSW hours, granting double credit for CSW hours completed, etc.
- Extended Curfew: Extension of time offender is allowed to be in the community (i.e. away from their residence).
- Gift Card: Providing the offender with a pre-paid gift card which is geared toward the offender's interests or needs (examples include: barber/beauty/gas card/shopping/school/etc.). The value of the gift card shall be proportionate to the positive behavior and duration of time.
- Grab Bag: A variety of items from which offender may select - food/candy/treat, hygiene items, school supplies, books/magazines, toys, etc.
- Invitation for Offender to Serve in Leadership Role: Leadership roles may include: mentoring an offender, help facilitate a group, give feedback to community representatives.
- Petition for Termination of Case: Seek case termination from the court.
- Positive Letter to Parents from Involved Adult: Letter sent to parent/guardian acknowledging offender's positive achievement(s).

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Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-139
	SUBJECT: GRADUATED RESPONSES	PAGE: 5 of 5
REFERENCES: K.A.R. 123.17.101, Violation Levels Form, Incentives Grid Form, Response Grid Form	DATE ADOPTED: 5-22-2018 DATE REVIEWED: 4-30-2018	

STANDARD (cont.):

- Publicly Display Work: Displaying offender's achievements in a public setting (certificates of completion, grade cards, art work, etc.).
- Raffle Ticket: Offender is awarded a ticket which can be redeemed for items, for example, community activity passes, grab bag, agency sponsored items.
- Recognition at Ceremony: Public acknowledgement of offender's positive achievement.
- Reduced Level of Supervision: Reducing the amount of face-to-face contacts required for the offender (i.e. level drop).
- Removal from EMD: Removal of an electronic monitoring device.
- Removal of Supervision Condition: Petition to the court for removal of an assigned supervision condition.
- Special Outing: Pre-paid passes/tickets provided to the offender based on his/her interests (this could also include passes for family/friend) such as: tour of college, meal with CSO (Community Supervision Officer), movie, meal/meal coupon, sporting event, job shadow, etc.
- UA Modification: Reduction of required number of UA's.
- Offender/Parent Proposed Incentive: An incentive proposed by offender/parent which is approved by the community supervision agency.

DISCUSSION: The Community Supervision Agency Officer shall notify the appropriate Juvenile Correctional Facility (JCF) within three (3) business days of any conditional release juvenile in the process of revocation.

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